

# 2007 CITY OF FALLS CHURCH HOLIDAY CRAFT SHOW

## VENDOR APPLICATION & CONTRACT

WHAT: 15th Annual Juried Holiday Craft Show  
WHEN: Open to the public (\$1 Adults/\$.50 children under 12)  
Saturday, December 1, 2007 from 9am – 4pm and  
Sunday, December 2, 2007 from 11am – 4pm  
WHERE: Falls Church Community Center  
223 Little Falls Street  
Falls Church, VA 22046

**DEADLINE TO REGISTER: Friday, July 30, 2007**

### **VENDOR STIPULATIONS:**

- All items must be hand-made BY THE VENDOR. No kits, import items, patterns, wholesale, resale, or flea market items. The vendor must make baked goods. Items must be individually pre-wrapped.
- Vendors must stay both days for the entire hours of the show and may NOT leave the booth unattended during the show hours except for short periods.
- Tables must be covered to the floor, and no boxes or packing items can be visible. **Set-up times are firm!!**
- Vendors must stay in their assigned space. Vendors shall NOT sublet any part of their space or use any aisle space.
- Vendors shall leave their assigned spaces in good order. Vendors shall not mutilate plaster, woodwork or floors.
- Electrical power will be provided to those booths paying the additional fee. Vendors must provide their own electrical cords and lights. A maximum of two 75-watt lights is permitted.
- Vendors are responsible for the licenses and taxes related to their sales.
- Baked good vendors are responsible for meeting U.S. Department of Agriculture guidelines. (804) 786-3520
- Tax identification numbers are required of all vendors. For tax questions, contact the Northern Regional Office, Virginia Department of Taxation at (804) 367-8031.
- Falls Church Recreation & Parks Division reserves the right to limit number of vendors per category, but **exclusivity of items is not guaranteed**.
- Falls Church Recreation & Park Division will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen, or damaged items. You must provide your own insurance.
- No refunds or transfers.
- Photographs will be returned with information regarding acceptance or denial.
- Vendors will be notified of acceptance or denial in the show by Saturday, September 22, 2007. If you are accepted into the show, you must send a check by Saturday, September 29, 2007. Details for those accepted will be mailed in November.

**\*\*Must be received by Friday, July 30, 2007!!**

### **TO APPLY:**

1. Complete the attached form.
2. Enclose 3+ color photographs of all items to be sold and booth set-up. Photographs will be returned with acceptance or denial information.
3. **Enclose two (2) self-addressed stamped envelopes, one large enough for your photos.**
4. Mail to: Falls Church Recreation & Park Division  
Holiday Craft Show  
223 Little Falls Street  
Falls Church, VA 22046  
(703) 248-5077 Fax: (703) 536-8150
5. Email to: [recreation@fallschurchva.gov](mailto:recreation@fallschurchva.gov)

# **2007 FALLS CHURCH HOLIDAY CRAFT SHOW**

**\*\*COMPLETE ENTIRE FORM LEGIBLY\*\***

ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
ZIP: \_\_\_\_\_

TELEPHONE NUMBERS: HOME: (\_\_\_\_) \_\_\_\_\_

WORK: (\_\_\_\_) \_\_\_\_\_

STATE TAX REGISTRATION NUMBER: \_\_\_\_\_

DETAILED DESCRIPTION OF ALL ITEMS TO BE SOLD: \_\_\_\_\_

**BOOTH FEE:** \_\_\_\_\_ \$150 FOR GYM SPACE

\_\_\_\_\_ \$125 FOR COMMUNITY CENTER ROOM (located upstairs, above gym)

ALL SPACES ARE (10' X 8') AND INCLUDE TABLES AND CHAIRS

**ELECTRICITY:** \_\_\_\_\_ NO \_\_\_\_\_ YES, ADDITIONAL \$10

**NUMBER OF TABLES:** \_\_\_\_\_ 6FT. \_\_\_\_\_ 8FT.

\*MAXIMUM OF 3 TABLES WITH A LIMIT OF 1 8FT TABLE

EACH BOOTH WILL BE PROVIDED 2 FOLDING CHAIRS.

**CHECK SET-UP TIME:** FRIDAY, NOVEMBER 30; 6pm – 9pm

SATURDAY, DECEMBER 1; 6am – 9am

Request same space as 2006 Holiday Craft Show (may not be available) \_\_\_\_ Y \_\_\_\_ N      **SPACE#** \_\_\_\_\_

I HAVE READ THE VENDOR STIPULATIONS AND AGREE TO ABIDE BY THEM. ONCE I AM ACCEPTED INTO THE SHOW, I WILL SEND A CHECK FOR THE FULL FEES NO LATER THAN SEPTEMBER 29, 2007. IF THE FEES ARE NOT RECEIVED BY THIS DATE, I UNDERSTAND I WILL FORFEIT MY SPACE IN THE SHOW.

**METHOD OF PAYMENT:** The City of Falls Church now takes all major credit cards (Visa, MasterCard, American Express, and Discover) and checks.

**Please DO NOT send money with this application!**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY=====

DATE RECEIVED: \_\_\_\_\_ JURY NUMBER: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SET-UP: \_\_\_\_ FRIDAY  
\_\_\_\_ SATURDAY

TABLES: \_\_\_\_ 6FT.  
\_\_\_\_ 8FT.

ELECTRICITY: \_\_\_\_ YES  
\_\_\_\_ NO